

## CARE FUNCTIONAL REVIEW CIVIL RIGHTS

For information on interpretation or clarification of the functional questions in this section, please contact Sue Dixon, Office of Civil Rights, 202-720-6161.

Note: References include Departmental Regulation No. 4300-6; USDA and ARS Policy Statements

### **7.01 Special Emphasis Programs**

Does the Location initiate and conduct programs and other activities to increase awareness/representation of women, minorities and persons with disabilities? (This includes special observance celebrations, display of special observance month posters, and other educational and awareness activities.)

### **7.02 Outreach Efforts**

What outreach efforts have been made by the Location to increase awareness of ARS programs and activities? (This includes visits to schools, tours, direct contact with local community resources, cooperative efforts with universities, high schools, and professional public and private organizations, etc.)

### **7.03 Recruitment Efforts and Affirmative Action Program**

What efforts has the Location made to hire minorities, persons with disabilities, and female applicants into positions where there is under-representation?

Are there any specific EEO activities/hiring objectives that the Location has undertaken in the past 2 years? If so, what are the results? Was assistance requested from the Area Civil Rights Manager or HQ Civil Rights Staff and did they provide assistance?

### **7.04 Persons with Disabilities**

Have there been any activities to foster or facilitate the employment of persons with disabilities including making reasonable accommodations for known physical or mental limitations of qualified applicants and employees with disabilities??

### **7.06 Communication**

Are current USDA/ARS/Area policy statements for EEO/CR and the prevention of sexual harassment prominently displayed on all official bulletin boards? (Agriculture Secretary's and ARS Administrator's policy statements). Has the LC/CD/RL communicated his/her commitment and support of the USDA/ARS/CR program objectives to all Location employees? How or what mechanism was used?

Are the posters "Discrimination in Employment is Illegal" and "And Justice For All" prominently displayed on all official bulletin boards?

### **7.07 Training**

Have all Location/Area employees completed the current mandatory Civil Rights training?

*As of 03/14/2003*